



**GENERAL SERVICES ADMINISTRATION
FEDERAL ACQUISITION SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**, a menu-driven database system. The INTERNET address for **GSA Advantage!** is <http://www.gsaadvantage.gov>

Schedule Title: Human Resources & Equal Employment
Opportunity Services
FSC Group: 738 X
Contract Number: GS-02F-030CA
Contract Period: March 23, 2015 to March 22, 2020

For more information on ordering from Federal Supply Schedules click on the **GSA Schedules link** at www.gsa.gov

Contractor:
Smith Temporaries, Inc.
DBA CornerStone Staffing
1200 Summit Ave Ste 518
Fort Worth, TX 76102
Phone number: 817-491-2299
Fax number: 866-482-6263
www.cornerstonestaffing.com

Contractor's Administration Source:
Susan DeGuire
Business Size:
Large Business

CornerStone Staffing specializes in placing qualified Accounting, Human Resources, Sales, Administrative, IT and Engineering professionals for a wide range of industries. We provide companies with access to top talent in their locale and also assist with creating staffing solutions that are tailored to organizations. We have fifty highly tenured recruiters who pride themselves on finding the ideal candidate for you. CornerStone delivers by getting it right the first time, which leads to our superior employee retention and client satisfaction. We have achieved this by constantly scrutinizing our systems, our relationships, our marketing, and our work environment. We pride ourselves on maintaining long-term relationships with our clients and job seekers. CornerStone has been in business since 1991 with eleven office locations in Texas.

CUSTOMER INFORMATION:

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

SIN	DESCRIPTION
595 21	Human Resource Services

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN: N/A

1c. HOURLY RATES: See page 4

2. MAXIMUM ORDER*: \$1,000,000

*Ordering activities may request a price reduction at any time before placing an order, establishing a BPA, or in conjunction with the annual BPA review. However, the ordering activity shall seek a price reduction when the order or BPA exceeds the simplified acquisition threshold. Schedule contractors are not required to pass on to all schedule users a price reduction extended only to an individual ordering activity for a specific order or BPA.

3. MINIMUM ORDER: \$100

4. GEOGRAPHIC COVERAGE: 48 contiguous states, Alaska, Hawaii, Washington D.C., Puerto Rico, U.S. Territories, and to a port or consolidation point within the aforementioned locations for orders that are received from overseas activities.

5. POINT(S) OF PRODUCTION: USA

6. DISCOUNT FROM LIST PRICES: Prices shown are GSA Net, discount deducted.

7. QUANTITY DISCOUNT(S): N/A

8. PROMPT PAYMENT TERMS: Net 30 days

9a. Government Purchase Cards must be accepted at or below the micro-purchase threshold.

9b. Government Purchase Cards are accepted above the micro-purchase threshold.

10. FOREIGN ITEMS: N/A

11a. TIME OF DELIVERY: Determined on task order level

11b. EXPEDITED DELIVERY: Contact contractor

11c. OVERNIGHT AND 2-DAY DELIVERY: Contact contractor

11d. URGENT REQUIRMENTS: Agencies can contact the Contractor's representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.

12. FOB POINT: Destination

13a. ORDERING ADDRESS: 1200 Summit Ave Ste 518 Fort Worth, TX 76102

13b. ORDERING PROCEDURES: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3

- 14. PAYMENT ADDRESS:** 1200 Summit Ave Ste 518 Fort Worth, TX 76102
- 15. WARRANTY PROVISION:** N/A
- 16. EXPORT PACKING CHARGES:** N/A
- 17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** N/A
- 18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):** N/A
- 19. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** N/A
- 20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE):** N/A
- 20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):** N/A
- 21. LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** N/A
- 22. LIST OF PARTICIPATING DEALERS (IF APPLICABLE):** N/A
- 23. PREVENTIVE MAINTENANCE (IF APPLICABLE):** N/A
- 24a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 24b. Section 508 Compliance for EIT:** N/A
- 25. DUNS NUMBER:** 964161855
- 26. Contractor has an active registration in the SAM database.**

GSA Pricing

SIN	Service	Unit of Issue	GSA Price
595-21	Licensed Insurance Representatives	Each Occurrence	\$1,031.49
595-21	Licensed Insurance Representatives-Bilingual	Each Occurrence	\$1,473.55
595-21	Funding Analyst/Associate	Each Occurrence	\$1,964.74
595-21	Funding Analyst/Associate	Each Occurrence	\$2,455.92
595-21	Executive Assistant	Each Occurrence	23.93%
595-21	Sales Representative	Each Occurrence	\$7,515.11
595-21	C-Level Executive Assistant	Each Occurrence	19.75%
595-21	HR Benefits Administrator	Each Occurrence	23.93%
595-21	HR Manager	Each Occurrence	23.93%
595-21	Accounting Clerk	Each Occurrence	16.61%
595-21	Accounting/Bookkeeper	Each Occurrence	14.81%
595-21	Vendor Manager	Each Occurrence	14.36%
595-21	Systems Administrator	Each Occurrence	19.75%
595-21	Structural Engineer	Each Occurrence	19.75%
595-21	Risk Specialist	Each Occurrence	19.75%
595-21	Network Administrator	Each Occurrence	23.93%
595-21	Attorney	Each Occurrence	19.75%
595-21	Industrial Engineer	Each Occurrence	19.75%
595-21	HR Generalist	Each Occurrence	23.93%
595-21	Help Desk	Each Occurrence	19.75%
595-21	Field Services Director- Technical services	Each Occurrence	19.75%
595-21	Engineer	Each Occurrence	19.75%
595-21	Dispatcher	Each Occurrence	19.75%
595-21	Developer	Each Occurrence	19.75%
595-21	Contracts Administrator	Each Occurrence	19.75%
595-21	CAD Operator	Each Occurrence	19.75%
595-21	Buyer	Each Occurrence	15.80%

SCA Eligible Contract Labor Category	SCA Equivalent Code and Title	WD Number
Licensed Insurance Representatives	01312-Secretary II	2005-2509
Licensed Insurance Representatives-Bilingual	01312-Secretary II	2005-2509

“The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (**) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.”

Service Descriptions

Job Title	Detailed Position Description and functional responsibilities	Min Years of Experience	Min Education	Any Applicable Training
Licensed Insurance Representatives	Call center position taking inbound calls for Medicare Open Enrollment. Agent will explain the benefit of going with United Health Care. The goal is to enroll callers in Medicare for this client.	Entry Level	HSD or GED and Life, Accident & Health General Lines Insurance License	Current Texas General Lines Insurance License in Life and Health
Licensed Insurance Representatives-Bilingual	Call center position taking inbound calls for Medicare Open Enrollment. Agent will explain the benefit of going with United Health Care. The goal is to enroll callers in Medicare for this client.	Entry Level	HSD or GED and Life, Accident & Health General Lines Insurance License	Current Texas General Lines Insurance License in Life and Health
Funding Analyst/Associate	Will work the from beginning to end of the loan, Making all outbound calls and decision loans. Must know about rations, understanding what's happening and why (loan to value ratio, payments to income ratio and Debt to income ration)	2	Bachelor Degree in Finance, Accounting or related fields or equivalent combination of education and experience	on the job experience in like position
Funding Analyst/Associate	Will work the from beginning to end of the loan, Making all outbound calls and decision loans. Must know about rations, understanding what's happening and why (loan to value ratio, payments to income ratio and Debt to income ration)	5	Bachelor Degree in Finance, Accounting or related fields or equivalent combination of education and experience	on the job experience in like position
Executive Assistant	Performs confidential and other secretarial and administrative services for the VP or President	5	Bachelor degree in business related field or equivalent combination or education and experience	on the job experience in like position
C-Level Executive Assistant	Performs confidential and other secretarial and administrative services for the CXO including coverage of personal errands and needs.	4	Bachelor degree in Business Administration or combination of education and experience	on the job experience in like position
HR Benefits Administrator	Administer all Company Benefits for employees and retirees	3	Bachelor Degree in Human Resources or equivalent combination of education, experience and certifications	on the job experience in like position
HR Manager	Benefits, Employee Relations, Recruiting, Wellness Coordination, unemployment, Workers Comp, reporting, etc.	2	Bachelor Degree in Human Resources or equivalent combination of education, experience and certifications	on the job experience in like position

Accounting Clerk	Drawer Processor, making coupons, compile in spreadsheet, & wire out payments at the first of the month, AP, Preparing Mortgage Schedules	3	Associates or Bachelor degree a plus	on the job experience in like position
Accounting/Bookkeeper	Accountant/Bookkeeper - balance spreadsheets, forecasting, analysis of P&L and balance sheets, reporting, and day-to-day bookkeeping	3	Bachelor degree in finance or accounting	on the job experience in like position
Vendor Manager	Tracks organization expenses and support business plans. Compiles, analyzes, publishes financial and operations results, manages budgets, etc.	7	Bachelor Degree in business related field, MBA desired!	on the job experience in like position
Sales Representative	Chosen Inside Sales Reps will be responsible for driving sales via telesales activities. A typical day will include managing new prospects and client lists including follow-up calls. Expect 75 business sales calls daily, with 15-20 connects, successfully getting to decision maker and converting 25% into sales presentations	1	Bachelor Degree in business related field	on the job experience in like position
Systems Administrator	Experience with related duties in a corporate server environment. Administration experience with Microsoft Exchange Server, Wan and Shared Storage Platforms, Experience with VMware and with an IP Based Telephone Platform	5	AA/AS Information Systems, Computer Science and/or Other combination of education, training and experience	on the job experience in like position
Structural Engineer	Structural Engineering experience with storm drainage, building envelope expert, roofing, water proofing and exterior wall systems. Ability to design and implement plans, as well as find contractors to handle the job.	5	Bachelor Degree in Engineer or similar discipline	Professional Engineer State of TX License
Risk Specialist	Risk management in the banking/finance industry. Ability to create policies and procedures while ensuring compliance.	2	Bachelor degree in Finance or related field	on the job experience in like position
Network Administrator	Advanced knowledge of TCP/IP/Cisco Technologies, Multilayer architecture, switches, routers, LAN/WAN, Large WAN Technologies (2P, MPLS, etc.) Dynamic routing of high-availability protocols (OSPF, BGP, HSRP) Redundant Cisco switches and routers configuration	3	Bachelor degree in related field	on the job experience in like position
Attorney	Law firm or financial institution legal experience. Practicing law in a corporate, contract and employment agenda environment with consumer finance regulation exposure	6	Bachelor degree in law - Juris Doctorate degree preferred	License to practice law in the state of TX
Industrial Engineer	Warehouse and Distribution operations experience, labor standards, labor management systems, consulting and six sigma	3	BS or equivalent degree in Industrial Engineering or related field	on the job experience in like position
HR Generalist	Generalist experience, recruiting in fast paced environment and management of employee benefits program experience	5	Bachelor in Human Resources or similar field	on the job experience in like position
Help Desk	VPN, new employee set-ups, troubleshoot, set up work stations. Ability to learn!	1	HSD or GED	on the job experience in like position

Field Services Director - Technical Services	Experience in the management of technical resources of customer focused environments. Technical hands on experience and/or training with desktop, infrastructure or network systems. Demonstrated ability with project management, decision analysis, and root cause analysis. Good technical knowledge of Windows systems with some experience in Unix	5	Bachelor degree or equivalent experience in a technical field	on the job experience in like position
Engineer	Strong knowledge of practices and procedures to effectively resolve workflow issues. Strong planning, organization, communication and problem solving skills, Ability to Gather, Analyze and interpret information and develop, recommend and implement solutions.	2	Bachelor of Science degree in Industrial Engineering	on the job experience in like position
Dispatcher	Dispatching or related experience in a fast paced environment.		HSD or GED	on the job experience in like position
Developer	LAMP Developer. Understands Object Oriented Programming (OOP) Basic SQL, HTML, CSS and JavaScript	2	Bachelor degree in technical field or combination of education and work related experience	on the job experience in like position
Contracts Administrator	Contracts Administration and Negotiations Experience	3	Bachelor Degree or background in contracts administration	on the job experience in like position
CAD Operator	Proficient at detailing using AutoCAD and 3D for structural steel	3	Associates degree or extensive AutoCAD and 3D experience	on the job experience in like position
Buyer	Purchasing - Buying experience preferably in a commodity such as steel	2	HSD or GED	on the job experience in like position